



Its Lan [REDACTED]

## Public Data Request

**Thomas Howell** <thomashowell@averyschools.net>

Wed, Sep 20, 2023 at 11:56 AM

To: Its Lan <[REDACTED]>

Yes Ma'am that will work for me.

Take care,

**Thomas C. Howell, Ed.D**  
**Director of Human Resources**  
**Avery County Schools**  
**(828) 733-6006**  
thomashowell@averyschools.net

On Wed, Sep 20, 2023 at 11:50 AM Its Lan <[REDACTED]> wrote:

Thank you, Mr. Howell.

Are you available at 4pm today?

On Wed, Sep 20, 2023, 11:49 AM Thomas Howell <thomashowell@averyschools.net> wrote:

Mrs. [REDACTED]

The documents have been downloaded onto the provided USB drive. Please let me know when you will be able to come by and review the files and pick up the USB Drive.

Take care,

**Thomas C. Howell, Ed.D**  
**Director of Human Resources**  
**Avery County Schools**  
**(828) 733-6006**  
thomashowell@averyschools.net

On Wed, Sep 20, 2023 at 9:48 AM Its Lan <[REDACTED]> wrote:

I've dropped off the USB with Lana this morning.

I request to review the files on the USB drive when Mr. Howell has them transferred.

Thank you.

On Wed, Sep 13, 2023, 7:22 AM Dan Brigman <danbrigman@averyschools.net> wrote:

Good morning Lan!

You may leave the USB drive with Lana at the front desk for Dr. Thomas Howell. The documents will be downloaded as soon as possible. We will contact you when the task is completed.

Have a great day!

Dan Brigman, Ed.D.

Dr. Dan Brigman, Superintendent

Avery County Schools

775 Cranberry Street

Newland, NC 28657

828-733-6006

www.averyschools.net

On Wed, Sep 13, 2023 at 7:19 AM Its Lan <[REDACTED]> wrote:

Good morning Superintendent,

I appreciate your response in such a timely manner and the effort you put into this data request.

I will come by with a USB to download the copies. With whom do I need to speak with to schedule time to download the data? I assume Thomas Howell and Faith Cope, but please confirm.

Sincerely,

[REDACTED]

On Tue, Sep 12, 2023 at 4:16 PM Dan Brigman <danbrigman@averyschools.net> wrote:

Ms. [REDACTED]

I hope you are having a great week and enjoying this beautiful weather.

See the attached document in response to your request for public information from the Avery County School System. I will remain available if you need any clarification on the information provided in the response or the packet of documents that are ready for you to pick up at the Avery County Board of Education.

Sincerely,

Dan Brigman, Ed.D.

Dr. Dan Brigman, Superintendent

Avery County Schools

775 Cranberry Street

Newland, NC 28657

828-733-6006

www.averyschools.net

On Fri, Sep 8, 2023 at 8:31 AM Its Lan <[REDACTED]> wrote:

Dear Superintendent,

Under the North Carolina Public Records Law, G.S. §132-1, I am requesting an opportunity to obtain copies of the following public records:

1. Identification of the data custodians for Finance and HR data/records
2. Identification of the records manager for Avery County Schools
3. The submitted and approved ESSERS plan from Avery County Schools to the State of North Carolina
4. The submitted, signed and approved audit documents from the State of NC on the execution of the ESSERs funding

In addition, I am requesting copies of the following personnel contracts as this request falls under the North Carolina Public Records Law, G.S. §132-1. and the Avery County Schools Policy Code: 5070 (please note all 12 items should be addressed in your response):

1. Cynthia Brigman
2. Carrie Greene
3. Diane Howell
4. Daniel Brigman

I would like all copies of these records in a digital format (Microsoft office is preferable), responding to this email, to save printing costs and admin overhead to the Schools. If there are any fees for sending these records, please inform me if the cost will exceed \$10. This information is not being sought for commercial purposes.

The law requires that you respond to and fulfill this request "as promptly as possible," but understand that you have auditors in the office this week working with the finance officer. If you expect a significant delay in responding to and fulfilling this request (greater than 10 business days), please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you.

Sincerely,

Lan [REDACTED]